



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

Mayor Jeremy Smith
Mayor Pro Tem Dale Welty
Council Member Kasey Castillo
Council Member Jennifer Dain
Council Member Mark Terry

City Manager Nicole Dailey
City Attorney Steven Graham
City Clerk Sheryl Garcia

AGENDA

Regular Meeting of the Canyon Lake City Council
Wednesday, July 12, 2023

Closed Session 4:30 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5
Open Session 6:30 P.M. – City Hall Council Chamber – 31516 Railroad Canyon Road

CLOSED SESSION

To participate virtually in Closed Session, please use one of the Zoom options below:

Via Telephone: +1 669 444 9171, Meeting ID: 825 0936 0208

Via Weblink: <https://us06web.zoom.us/j/82509360208>

CLOSED SESSION CALLED TO ORDER

ROLL CALL

PUBLIC COMMENT

LIMIT 3 MINUTES

Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a "Speaker Request Form" available on the back counter. The completed form is to be submitted to the City Clerk prior to an individual being heard by the City Council. The City Council has adopted a time limitation of three (3) minutes per person. If you are commenting on the agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response.

Members of the public may submit comments electronically by sending an email to cityclerk@canyonlakeca.gov. Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: 28730 Vacation Drive, Canyon Lake, CA
Agency Negotiator: City Manager
Negotiating Parties: Canyon Lake Property Owner's Association
Under Negotiation: Price and Terms of Payment

- B. CONFERENCE WITH LEGAL COUNSEL– INITIATION OF LITIGATION – Pursuant to paragraph (4) of subdivision (d) of Section 54956.9 – (1 case)

OPEN SESSION

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

CLOSED SESSION REPORT

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

Citizen of the Month

COMMUNITY REPORTS

LIMIT 3 MINUTES

Elsinore Valley Municipal Water District
Canyon Lake Property Owners Association
Canyon Lake Chamber of Commerce

PUBLIC SAFETY UPDATES

City of Canyon Lake Code Enforcement
Riverside County Sheriff's Department
City of Canyon Lake Fire Department

PUBLIC COMMENT

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COMMITTEE AND COUNCIL REPORTS/COMMENTS

CONSENT CALENDAR

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous City Council action. The items listed on the Consent Calendar may be enacted in one motion. With the concurrence of the City Council, a Council Member may request that an item be removed for further discussion. Staff recommends approval of all items.

(1) **Waive Full Reading, Read all Ordinances by Title Only**

(2) **Approve Claims and Demands of the City**

Recommendation: Adopt Resolution No. 2023-29 Approving Claims and Demands of the City.

(3) **Approval of City Council Minutes**

Recommendation: Approve the Minutes of the City Council meeting of June 14, 2023.

(4) **Adopt a Resolution Authorizing Participation in the County of Riverside's Urban County Programs for Fiscal Years 2024-2025, 2025-2026 and 2026-2027**

Recommendation: Adopt Resolution No. 2023-30 authorizing participation in the County of Riverside's Urban County Program for Fiscal Years 2024-2025, 2025-2026 and 2026-2027 and direct the Mayor to execute the Cooperation Agreement on behalf of the City.

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS - None

BUSINESS ITEMS

(5) **Receive and File the Citizens Trust Review of the City of Canyon Lake Investment Portfolio**

Recommendation: Receive and file the Citizens Trust review of the City of Canyon Lake investment portfolio.

(6) **Adopt a 5-Year Capital Improvement Program (CIP) for Fiscal Year End 2024 through 2028**

Recommendation: Approve and adopt the proposed 5-Year Capital Improvement Program (CIP) for Fiscal Years End 2024 through 2028.

(7) **Designation of a Voting Delegate and Alternate(s) for the League of California Cities 2023 Annual Conference and Expo Annual Business Meeting**

Recommendation: Designate a voting delegate and up to two alternates for the League of California Cities 2023 Annual Conference and Expo Annual Business Meeting and authorize the Mayor to affirm the action of the City Council.

(8) Discussion and Direction Regarding the City's Weed Abatement Procedures (Mayor Smith)

Recommendation: That the City Council discuss this item and provide direction to Staff.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The City Council is dark for the month of August. The next regular City Council meeting will be held on Wednesday, September 13, 2023.

ADJOURNMENT

VISION STATEMENT

The vision of the City of Canyon Lake is to be a City that provides a quality of life that makes Canyon Lake the premier place to live in Southern California.

ATTENTION RESIDENTS:

Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.canyonlakeca.gov once the agenda has been publicly posted. Any written material relating to an item on this agenda submitted to the City Council after distribution of the agenda packet will be available for public inspection in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's office at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

STATE OF CALIFORNIA }
COUNTY OF RIVERSIDE } SS. AFFIDAVIT OF POSTING
CITY OF CANYON LAKE }

I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted on July 6, 2023, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42 of the Canyon Lake City Council.

Sheryl L. Garcia, MMC, CPM
City Clerk



ITEM NO. 2

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Elizabeth Pereda, Executive Assistant and Accounting Technician I

DATE: July 12, 2023

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2023-29 Approving Claims and Demands of the City.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of June 14, 2023.

Fiscal Impact

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City's policies.

Attachments

1. Resolution No. 2023-29

ATTACHMENT 1

RESOLUTION NO. 2023-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on July 12, 2023; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on July 12, 2023, at which all present, were given an opportunity to comment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Demands are approved as shown on the Demand\Warrant Register of July 12th, in the amount of \$1,668,756.81 as follows:

Payroll Earnings (Gross)	\$ 131,687.38	(For Month of June)
Payroll Processing Fees	\$ 234.15	(For Month of June)
Payroll Taxes - Employer	2,702.01	(For Month of June)
On-line Retirement	14,539.60	(For Month of June)
PARS	9,847.08	(2nd Half of May & 1st Half of June)
On-line Health	20,608.33	(For Month of June)
Principal	390.76	(For Month of July)
Aflac	682.18	(For Month of June)
Nationwide Deferred Comp.	5,387.40	(For Month of June)
Citizens Business Bank Interest	1,949.05	(For the Month of May)
General	\$ 1,480,728.87	
TOTAL	<u>\$ 1,668,756.81</u>	

PASSED, APPROVED AND ADOPTED this 12th day of July, 2023.

Jeremy Smith, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
ABI	Reserve Background Check-Longobardo	92.50
ABILA	Accounting Software 7/1/2023 - 7/31/23	205.70
Allstar Fire	Fire Helmet	375.63
Amazon	Fire Station Supplies	62.48
	Fire Station Equipment	14.00
	Fire Station Office & Bathroom Supplies	471.79
	Fire Station Office & Bathroom Supplies	19.49
AMERICAN FORENSIC	Sheriff's Blood Draw-4/14/2023	66.85
Bankcard	See Credit Card Review 0041	2,176.87
	See Credit Card Review 7227	455.51
	See Credit Card Review 0776	1,874.93
	See Credit Card Review 7235	758.78
	See Credit Card Review 0066	103.96
	See Credit Card Review 0058	2,165.05
Bill Blankenship	Economic Development Consulting May 2023	3,330.00
BIO-TOX	Blood Anaysis - 4/17/2023	51.55
	Blood Analysis - 4/17/2023	249.65
Bratt	Water/Gatorade for P-1 on Assignment	40.69
Brown, J	Reserve Stipend for May 2023	250.00
California State Fire Protection	Annual Extinguisher Service for Rental	301.87
Control Pump	Landscape Booster For May 2023	375.00
Cory Willis	Reimbursement for Educational Training	235.00
	Educational Reimb-Regional Instructor Orientation Class	300.00
CPS	HR Consulting Services 4/2/23 to 4/29/23	260.00
CR&R	Refuse Collections FY 22-23 SS2	797,818.92
CTAI	Landscape for Fire Station February 2023	250.00
	Remove 22 Existing Trees & Replace with Crepe Myrtle	7,040.00
	Remove 22 Existing Trees & Replace with Crepe Myrtle	7,040.00
Curtis	Chain Saw & Chains for Fire Station	2,537.93
	Wildland Fire Hose For Fire Station	2,406.06
	Fire Station Equipment	601.97
Dain	Auto Allowance June 2023-Dain	100.00
DOJ	Blood Analysis March 2023	35.00
Donuhue	Reserve Sitpend for May 2023	50.00
ECS	Laserfiche PF Cloud Weblink Public Portal	600.00
FRIDAY FLYER	1/8 Page Advertisement for Fire Station Open House	75.00
	Legal Notice For Ord Introduction 235	30.45
Hemsley	Fire Station E-201 Tools	1,358.85
IGM	Final Payment for Gravity Base Platform 5/10/23-5/9/24	21,500.00

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
iWorQ	iWorQ Systems Internet Software Support 7/23-6/24	1,500.00
Jake Stouffer	Reserve Stipend for May 2023	100.00
Jeremy Smith	Auto Allowance June 2023-Smith	100.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 5/26/23	3,638.66
	EE & ER Contributions for Semi-Monthly Check Date 5/31/2023	1,284.88
Johnson Equipment	Radio and MDC Installation for Patrol 1	6,624.53
Kasey Castillo	Auto Allowance June 2023-Castillo	100.00
Koopman	Reserve Stipend for May 2023	50.00
Luksch	Reserve Stipend May 2023	150.00
Mark Terry	Auto Allowance June 2023-Terry	100.00
PZL, Inc.	Planning Services for May 2023	4,560.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 1/12/23 - 2/8/23	136,547.88
	Sheriff's Contract Law 2/9/23 - 3/8/23	142,091.48
	Sheriff's Contract Law 3/9/23 - 4/5/23	139,640.08
	Sheriff's Contract Law Rate Adjustment 7/1/22-4/5/23	28,711.92
SanchezJ	Reserve Stipend for May 2023	150.00
Sco	2022 Offset Program-6 Names Submitted	13.47
SDRMA	Dental & Vision Insurance July 2023	1,641.22
Sean Rivello	Reserve Stipend for May 2023	100.00
South Coast Emergency	Fire Station E-201 Repairs	14,453.85
T-Mobile	GPS Locate 3/29/23 - 4/6/23	100.00
The Gas Co	Gas Charges for City Hall 4/28/23-5/30/23	3.31
	Gas Charges for 31520 Railroad Cyn Rd 4/28/23-5/30/23	19.71
Time Warner	Digital Converter for City Hall 5/22/23 - 6/21/23	5.54
Toshiba Business Solutions, USA	Toshiba EcoSmart Recycle Program Kit	134.63
TRI LAKE	CL-001 General Engineering Services 11/1/23 - 11/30/23	4,287.50
	CL-001 General Engineering Services 1/1/23 - 1/31/23	1,753.75
VectorSolutions	Telestaff Training Software	2,816.29
Welty	Auto Allowance June 2023-Welty	100.00
Zach Michel	Reserve Stipend for May 2023	150.00
Zachary Hill	Reserve Stipend for May 2023	100.00
Report Total		1,346,710.18

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Sheriff's Special Events	Registration Fee for Sheriff's Annual Award Ceremony	100.00
Summer Nee	2023 Essay Scholarship Winner	1,500.00
Report Total		1,600.00

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Updates	5,217.93
Allstar Fire	Fire Station Wildland Hose Repair	128.63
Amazon	Office Supplies for Fire Station	143.05
	Office Supplies for Fire Station	12.38
	Office Supplies for Fire Station	73.49
AMP	Utils, HOA Fees, Ins. & Maint Admin Ste. 4 12/25/21-12/31/22	446.04
	Utils, HOA Fees, Ins. & Maint Admin Ste. 5 12/25/21-12/31/22	3,441.12
	Utils, HOA Fees, Ins. & Maint. Admin Ste. 4 1/1/23-3/31/23	121.46
	Utils, HOA Fees, Ins. & Maint. Admin Ste. 5 1/1/23-3/31/23	936.96
	Rent for July 2023-31526 Railroad Canyon Rd. Ste 5	2,834.00
	Rent for July 2023-31526 Railroad Canyon Rd. Ste. 4	430.00
ANIMAL FRIENDS	Animal Control Services Month of May 2023	3,500.00
Bound Tree	Medical Supplies for Fire Station	520.34
Cole Huber	Attorney Services/General January 2023	8,495.00
	Attorney Services/Code Enforcement January 2023	1,260.00
	Attorney Services/Eminent Domain January 2023	480.00
	Attorney Services/Nuisance Abatement January 2023	229.18
	Attorney Services/Beck v. City (UUT) January 2023	880.00
	Attorney Services/General March 2023	8,510.00
	Attorney Services/Code Enforcement March 2023	1,100.00
	Attorney Services/Beck v. City (UUT) March 2023	7,480.00
	Attorney Services/Nuisance Abatement February 2023	100.00
	Attorney Services/Beck v. City (UUT) February 2023	500.00
	Attorney Services/Eminent Domain February 2023	80.00
	Attorney Services/General February 2023	7,095.00
	Attorney Services/Code Enforcement February 2023	1,480.00
	Attorney Services/Beck v. City (UUT) August 2022	3,821.14
Corelogic	Database for Code Enforcement May 2023	156.48
CR&R	Trash Service for Rental Bldg. June 2023	185.33
Curtis	Fire Station Ground Monitor for E-201	2,012.51
	Fire Station Thermal Imaging Camera E-201	8,116.25
	Fire Station Monitor Package for E-201	2,693.75
	Wildland Fire Hoses for Fire Station	2,814.02
	Fire Station Nozzle for E-201	1,540.48
	Fire Station Gloves for Structural Gear	671.50
DATA TICKET	Monthly Parking Fee May 2023	100.00
	Code Enforcement Citation Processing May 2023	100.00
	Monthly EMS Response Fee May 2023	100.00
Delgado	Janitorial Services for June 2023	1,180.50

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
	Janitorial Services for June 2023	59.00
DOJ	Fingerprints for May 2023	32.00
Embroidery	City Logo Shirts & Jackets for Staff	441.53
FRIDAY FLYER	1/4 Page Vert. Ad for Clean Up Day 6/3/2023	150.00
	1/4 Page Vert. Ad for Clean Up Day 6/3/2023	150.00
	1/4 Page Vert. Ad for Clean Up Day 6/3/2023	150.00
	1/8 Page for Public Hearing -Environmental Determination	145.00
Good Time	2023 National Night Out Event Sound	400.00
Gorter	Reimbursement for Red Helmet Training	400.00
GREENHALGH	Retiree Health Insurance July 2023	148.68
HINDERLITER	May 2023 Services for Cannabis Management Program	125.00
HR Green	City Hall Renovations/Upgrades Assessment	9,687.50
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 6/15/23	1,284.88
	EE & ER Contributions for Bi-Weekly Check Date 6/9/23	3,638.66
Johnson Controls	Quarterly Services for Admin 7/1/23 - 9/30/23	515.42
	Quarterly Services for City Hall 7/1/23-9/30/23	154.53
Knox	Knox Locks for EVMWD Property	336.18
Life-Assist	Medical Supplies for Fire Station	477.73
	Medical Supplies for Fire Station	35.65
Nate Garcia	Reimbursement for CA Parademic License	250.00
Nate Volk	Video Broadcast Meeting June 14, 2023	425.00
PARS	Monthly Administrative Fee Ending April 2023	400.00
PLAT	Repairs to Women's Bathroom in Council Chamber	486.67
PVM	Street & Facility Maintenance Services 5/1/23-5/31/23	995.99
	Street & Facility Maintenance Services 5/1/23-5/31/23	70.18
RAMS	Accounting Services for May 2023	6,784.00
RCA	MSHCP Fees Collected for May 2023	3,947.00
Riv Co Registrar of Voters	Election Services Rendered for the November 2022 Election	2,047.25
STAPLES	Office Supplies for City Hall & Admin	303.39
Syntech	Monthly IT Support 6/1/2023 - 6/30/2023	2,625.00
	Microsoft Subscriptions & Programs 6/1/23-6/30/23	1,448.00
The Code	Plan Check Services April 30, 2023 through May 27, 2023	4,526.31
	Staffing Services for April 30, 2023 through May 27, 2023	1,155.00
Toshiba	Fire Station Monthly Copier Lease July 2023	120.83
	Monthly Copier Lease for Admin & City Hall July 2023	799.32

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
US Bank	See Credit Card Review	1,776.11
Zoll	Plan for Paramedic Monitors for Fire Station	2,047.00
Report Total		<u>127,525.35</u>

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 6/1/2023 Through 6/30/2023

Check Number	Vendor Name	Effective Date	Check Amount
EFT 746	SOUTHERN CALIFORNIA EDISON	6/1/2023	784.48
EFT 747	SOUTHERN CALIFORNIA EDISON	6/1/2023	488.69
EFT 748	SOUTHERN CALIFORNIA EDISON	6/1/2023	261.36
EFT 749	SOUTHERN CALIFORNIA EDISON	6/7/2023	10.82
EFT 750	SOUTHERN CALIFORNIA EDISON	6/7/2023	589.00
EFT 751	SOUTHERN CALIFORNIA EDISON	6/7/2023	102.38
EFT 752	SOUTHERN CALIFORNIA EDISON	6/7/2023	180.45
EFT 753	SOUTHERN CALIFORNIA EDISON	6/7/2023	38.72
EFT 754	SOUTHERN CALIFORNIA EDISON	6/7/2023	391.53
EFT 755	Sparkletts	6/7/2023	183.86
EFT 756	SOUTHERN CALIFORNIA EDISON	6/21/2023	277.44
EFT 757	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	139.00
EFT 758	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	1,046.39
EFT 759	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	66.91
EFT 760	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	139.53
EFT 761	ELSINORE VALLEY MUNI WATER DIS	6/21/2023	192.78
Report Total			<u>4,893.34</u>

Credit Card Review

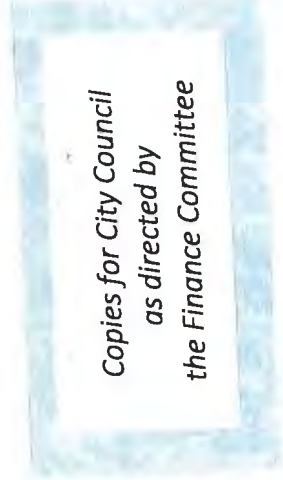
US BANK Statement dated 6/6/2023

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Zoom US	Zoom Subscription for Meetings	\$ 33.24	10-310-6310
2	Downs Energy	Fuel for Fire 2	\$ 49.87	10-421-6425
3	Adobe	Photography Plan (20GB)	\$ 9.99	10-310-6220
4	Adobe	Acrobat Subscription	\$ 12.38	10-310-6220
5	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
6	Downs Energy	Fuel for Fire 1 & 2	\$ 175.00	10-421-6425
7	Chevron/Sun City Fuel	Fuel for P-1 while on assignment	\$ 16.62	10-310-6310
8	Zoom US	Zoom Subscription for Meetings	\$ 17.99	10-550-6610
9	Arlo Technologies	Admin Office Security Cameras	\$ 55.09	10-421-6425
10	Downs Energy	Fuel for Fire 2	\$ 215.91	10-310-6310
11	Adobe	Acrobat Subscriptions	\$ 200.63	10-550-6370
12	Graphics and Printing	Business Cards for Norma Haro	\$ 23.99	10-330-6220
13	Frontier Comm	Internet for City Hall & Admin Office	\$ 47.98	10-360-6220
			\$ 1,776.11	23.99 10-421-6220 \$71.97 10-310-6220

Account Breakdown

City Manager Communication	\$ 49.86	10-310-6310
City Manager Dept. Expense	\$ 46.36	10-310-6220
City Clerk Departmental Expense	\$ 47.98	10-310-6220
Building Dept Expense	\$ 47.98	10-360-6220
Building Dept Office Expense and Supplies	\$ 258.30	10-360-6210
Finance Office Expense and Supplies	\$ 23.99	10-330-6210
Fire Department Fuel & Lubricants	\$ 988.06	10-421-6425
Fire Department Expense	\$ 71.97	10-421-6220
Building & Facilities Utilities	\$ 200.63	10-550-6370
Building & Facilities Professional/Specialized Services	\$ 30.98	10-550-6370
	\$ 1,776.11	

Check Figure \$



California Bank & Trust Statement dated 5/28/23

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Canyon Lake Auto Repair	Vehicle Maintenance for Code Enforcement	\$ 163.86	10-520-6415
2	Amazon	Sandbags	\$ 13.22	10-310-6210
3	Ultra	Bike Rack	\$ 653.44	10-550-8007
4	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
5	Verizon Wireless	Fire Dept. M@M Device	\$ 28.04	10-421-6310
6	Staples	Clean up Event Banners	\$ 137.89	10-310-6210
7	Locksmith Services	Repair Electrical Knob Set	\$ 225.00	10-310-6210
8	Verizon Wireless	Cell Phones - City Hall & Fire	\$ 365.43	A
9	Verizon Wireless	Ipads & Sim Card Device	\$ 160.24	A
10	Safelite Autoglass	Replace Front Window on Jeep Wrangler	\$ 188.60	10-520-6415
11	So Cal Auto Detailing	Boat Wash & Wax	\$ 225.00	10-520-6415
			\$ 2,176.87	

AMOUNT	ACCOUNT
\$51.36	10-360-6310
\$159.99	10-421-6310
\$154.08	10-520-6310
\$23.92	10-360-6310
\$54.90	10-421-6310
\$47.80	10-520-6310
\$33.62	10-550-6320

AMOUNT	ACCOUNT
\$ 392.26	
\$ 775.28	
\$ 242.93	
\$ 201.88	
\$ 577.46	
\$ 533.62	
\$ 653.44	
\$ 2,176.87	

Check Figure \$

Account Breakdown

10-310-6210	City Manager Office Expense
10-360-6310	Building Dept Communications
10-421-6310	Fire Department Communications
10-520-6310	Code Enforcement Communications
10-520-6415	Code Enforcement Vehicle Maintenance
10-550-6320	Building & Facilities Utilities
10-550-8007	Building & Facilities Maint. Furniture & Equip.



California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Multi Appliance Repair	Washing Machine Repairs	\$ 506.41	10-550-8018
2	Apple.com	Monthly iCloud Storage	\$ 2.99	10-421-6310
3	In Hit Print Inc	Materials for Fire Station Open House	\$ 148.70	10-100-6830
4	Round Up Jr Mart	Propane for Fire Station	\$ 15.80	10-421-6425
5	Costco	Open House -Supplies (candy, soda)	\$ 386.63	10-100-6830
6	Costco	Fiesta Day Candy for City Council & City Hall Office Supplies	\$ 599.97	10-310-6210
7	Stater Bros	Cupcakes for Fire Station Open House	\$ 359.70	10-100-6830
8	Dunkin Donuts	Fire Station Open House Donuts	\$ 17.87	10-100-6830
9	Canyon Lake Mobile	Repair Boat Dolly	\$ 95.00	10-520-6415
10	Dunkin Donuts	2 Dozen Donuts for Memorial Day Staff	\$ 31.98	10-421-6220
			\$ 2,165.05	

Account Breakdown

Promotion and Advertising	10-100-6830	\$ 912.90
City Manager Office Expense	10-310-6210	\$ 599.97
Fire Department Departmental Expense	10-421-6220	\$ 31.98
Fire Department Communications	10-421-6310	\$ 2.99
Fire Department Fuel & Lubricants	10-421-6425	\$ 15.80
Code Enforcement Fleet Maintenance	10-520-6415	\$ 95.00
Building & Facilities Maint. Fire Station Upgrades	10-550-8018	\$ 506.41
		\$ 2,165.05

Check Figure \$

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express	Car wash May 2023	\$ 8.00	10-310-6415
2	Tommy's Express	Car wash May 2023	\$ 8.00	10-310-6415
3	Tommy's Express	Monthly car wash subscription May 2023	\$ 43.98	10-520-6415
4	Tommy's Express	Monthly car wash subscription May 2023	\$ 21.99	10-360-6415
5	Tommy's Express	Monthly car wash subscription May 2023	\$ 21.99	10-310-6415
			\$ 103.96	

Account Breakdown

City Manager Vehicle Maintenance	10-310-6415	\$ 37.99
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		\$ 103.96

Check Figure \$ -

Copies for City Council
as directed by
the Finance Committee

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Marriott Desert Springs	SCAG Conference	\$ 266.89	10-310-6510
2	The Flame Broiler	Closed Session Meal	\$ 111.04	10-100-6225
3	Stater Brothers	Office Supplies	\$ 21.59	10-310-6210
4	Canyon Lake Market	Working Lunch Ride along w/Fire Dept	\$ 55.99	10-310-6510
			\$ 455.51	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 111.04
City Manager Office Expense	10-310-6210	\$ 21.59
Conference/Meeting/Travel Expense	10-310-6510	\$ 322.88
		\$ 455.51

Check Figure \$ -

*Copies for City Council
as directed by
the Finance Committee*

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Canva	Online Design for Social Media Posts	\$ 119.40	10-310-6310
2	PZA	Gift Cards for Student of the Month	\$ 50.00	10-100-6225
3	PZA	Gift Cards for Student of the Month	\$ 50.00	10-100-6225
4	PZA	Gift Cards for Student of the Month	\$ 50.00	10-100-6225
5	The Creative Corner	Wreath for Memorial Day	\$ 489.38	10-100-6830
			\$ 758.78	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 150.00
Promotion and Advertising	10-100-6830	\$ 489.38
City Manager Communication	10-310-6310	\$ 119.40
		\$ 758.78

Check Figure \$ -

*Copies for City Council
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the Finance Committee*

California Bank & Trust Statement dated 5/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	CFEDWEST	Conference Registration-Chief Samuels	\$ 405.00	10-421-6710
2	CFEDWEST	Conference Registration-Captain Gorter	\$ 405.00	10-421-6710
3	Ralphs	Fuel For Battalion 1	\$ 74.15	10-421-6425
4	Clarion Books and Video	Searching Smarter Books	\$ 44.72	10-421-6710
5	American Musical Supplies	Adj VF 1600 Fog Machine & Fog Juice	\$ 355.51	10-421-6220
6	Renaissance Hotels	Hotel Room for Chief Samuels plus Dinner	\$ 282.34	10-421-6710
7	Renaissance Hotels	Hotel Room for Captain Gorter plus Dinner	\$ 288.21	10-421-6710
8	Renaissance Hotels	Parking for Gorter	\$ 20.00	10-421-6710
			\$ 1,874.93	

Account Breakdown

Fire Department Departmental Expense	10-421-6220	\$ 355.51
Fire Department Fuels and Lubricants	10-421-6425	\$ 74.15
Fire Department Training & Education	10-421-6710	\$ 1,445.27
		\$ 1,874.93

Check Figure \$

*Copies for City Council
as directed by
the Finance Committee*

ITEM NO. 3

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, June 14, 2023**

**Closed Session – 5:00 p.m.
City Hall Administration Building
31526 Railroad Canyon Road, Suite 5
Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Smith called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Terry,
Mayor Pro Tem Welty and Mayor Smith.

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
Property: 28730 Vacation Drive, Canyon Lake, CA
Agency Negotiator: City Manager
Negotiating Parties: Canyon Lake Property Owner's Association
Under Negotiation: Price and Terms of Payment

The City Council entered Closed Session at 5:00 p.m.

**Open Session – 6:30 p.m.
City Hall Council Chamber
31516 Railroad Canyon Road
Canyon Lake, CA 92587**

CALL OPEN SESSION TO ORDER

Mayor Smith called the meeting to order at 6:31 p.m.

Mayor Smith called for a moment of silence in honor of the men and women who gave the ultimate sacrifice.

INVOCATION

The Invocation was led by Engineer Chico Sanchez.

FLAG SALUTE

The Flag Salute was led by John Zaitz.

ROLL CALL

Present: Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty and Mayor Smith.

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham stated there were no items to report. He noted for the record that he left Closed Session at 5:51 p.m. due to the perception of a conflict of interest.

CEREMONIAL MATTERS

Mayor Smith recognized Rachel Tolber as Citizen of the Month for June.

Council Member Dain recognized the Canyon Lake Junior Women's Club Scholarship award winners.

Council Member Castillo and Council Member Dain recognized 2023 Essay Scholarship winner Summer Nee.

COMMUNITY REPORTS

Director Darcy Burke provided the Elsinore Valley Municipal Water District update.

Board President Bill Van Vleet provided the Canyon Lake Property Owners Association update.

President John Grande provided the Chamber of Commerce update.

PUBLIC SAFETY UPDATE

Code Enforcement Supervisor Manzano provided an update on code enforcement statistics.

Lieutenant Edwards provided an update on public safety statistics.

Chief Jeff LaTendresse provided an update on fire statistics.

PUBLIC COMMENT

Chuck Moreno spoke about poaching and other criminal activity in the north ski area and suggested the use of a drone. He stated he was against a dock tax.

City Attorney Graham responded that although there are some dock regulations coming forward, he was unaware of any tax on docks.

CONSENT CALENDAR

Darcy Burke spoke on Consent Calendar Item 5. She stated that she had seen posts on social media regarding healthcare benefits for elected officials. She noted it is a compliance issue and government operates differently from the private sector.

Mayor Smith pulled Consent Calendar Item 5 for further discussion.

Council Member Dain pulled Consent Calendar Item 7 for further discussion.

Motion and second by Mayor Pro Tem Welty/Mayor Smith to approve Consent Calendar Items 1, 2, 3, 4 and 6.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

(1) Waive Full Reading, Read all Ordinances by Title Only.

(2) Approve Claims and Demands of the City.

Action taken: The City Council adopted Resolution No. 2023-17 Approving Claims and Demands of the City.

(3) Approval of City Council Minutes.

Action taken: The City Council approved the Minutes of the City Council meeting of May 10, 2023.

(4) Adopt a Resolution Approving the List of Projects for Fiscal Year 2023-2024 Funded by SB 1: the Road Repair and Accountability Act of 2017.

Action taken: The City Council adopted Resolution No. 2023-18 approving the Fiscal Year 2023-2024 project list for Senate Bill 1 (Road Repair and Accountability Act of 2017) Road Maintenance and Rehabilitation Account (RMRA) funding.

(6) Adopt a Resolution Identifying the Terms and Conditions for the Canyon Lake Fire Department Response Away From Their Official Duty Station and Assigned to an Emergency Incident.

Action taken: The City Council adopted Resolution No. 2023-20 identifying the terms and conditions for compensation to Canyon Lake Fire Department employees while away from their official duty station and assigned to an emergency incident.

PULLED CONSENT CALENDAR ITEMS

(5) Adopt a Resolution Authorizing Healthcare Benefits for City Council Members

Pulled by Mayor Smith for further discussion.

City Manager Dailey provided a presentation.

Motion and second by Council Member Dain/Council Member Terry to adopt Resolution No. 2023-19 authorizing healthcare benefits for City Council Members.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

- (7) Approval of an Agreement with Public Agency Retirement Services (PARS) for a Section 115 Trust – OPEB Prefunding Program.

Pulled by Council Member Dain for further discussion.

Finance Director Shea provided a presentation.

Motion and second by Council Member Castillo/Mayor Pro Tem Welty to approve and authorize the City Manager to execute an Agreement with Public Agency Retirement Services (PARS) for a Public Agencies Post-Employment Benefits Trust for the purpose of pre-funding Other Post-Employment Benefits (OPEB) obligations and retaining PARS.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

PUBLIC HEARINGS

- (8) Adoption of a Resolution Establishing Emergency Medical Services (EMS) Program Fees for the 2023-2024 Fiscal Year and Providing for Collection Thereof on the Property Tax Roll.

Mayor Smith opened the public hearing at 7:41 p.m.

City Manager Dailey provided a presentation. She explained that although the fee study recommended increasing the EMS Subscription Fee, City Council did not support the increase and preferred to keep the fee the same while decreasing the EMS Response Fee. She further noted that the program is voluntary and the opt-in rate has been at 90% year over year.

The following members of the public spoke: Renee Griffiths and John Zaitz.

Mayor Smith closed the public hearing at 8:14 p.m.

City Clerk Garcia announced that no written protests had been received.

Motion and second by Council Member Castillo/Council Member Dain to adopt Resolution No. 2023-22 establishing EMS Program Fees for the 2023/2024 Fiscal Year and providing for collection thereof on the property tax roll.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

BUSINESS ITEMS

- (9) Adoption of a Resolution Authorizing the Revised ARPA Work Program, the Execution of all Necessary Program Documents, and the Necessary Budget Adjustments Related Thereto,

Management Analyst Gorham provided a presentation.

There were no public comments.

Motion and second by Mayor Smith/Council Member Castillo to adopt Resolution 2023-23 authorizing the revised ARPA Work Program, the execution of all necessary program documents, and the necessary budget adjustments related thereto.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

Mayor Smith called for a recess at 8:36 p.m. and the City Council reconvened at 8:42 p.m.

- (10) Adopt a Resolution Adopting the Budget, Appropriating Revenue and Establishing the Appropriations Limit for Fiscal Year 2023-2024; and Adopt a Resolution Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2023-24.

The following members of the public spoke: Renee Griffiths.

Finance Director Shea provided a presentation.

Motion and second by Mayor Pro Tem Welty/Council Member Castillo to: (1) adopt Resolution No. 2023-24 approving the budget, appropriating revenue, and establishing the appropriations limit for Fiscal Year 2023-24; and authorize the City Manager to execute contracts per the budget and Municipal Code; and (2) adopt Resolution No. 2023-25 Approving the Salary and Wage Schedule for Employees of the City of Canyon Lake for Fiscal Year 2023-24.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

(11) Adopt a Resolution Approving the Revised Fund Balance Policy.

Finance Director Shea provided a presentation.

There were no public comments.

City Attorney Graham suggested revising Resolution No. 2023-26 to allow the City Council to change the amount of the commitment by a majority of the Council Members present.

Motion and second by Council Member Dain/Mayor Pro Tem Welty to adopt Resolution 2023-26 approving the Revised Fund Balance Policy, with the recommended change to the Resolution.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

(12) Adopt a Resolution Approving CPI and Pass-Through Adjustments to Solid Waste Rates Consistent with Government Code Section 53756.

Administrative Services Director Borja provided a presentation.

There were no public comments.

Motion and second by Mayor Smith/Council Member Dain to adopt Resolution No. 2023-27 approving CPI and pass-through adjustments to CR&R's solid waste rates consistent with Government Code Section 53756 and authorize Staff to update the Resolution consistent with CPI, if necessary.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

(13) Approval of a Professional Services Agreement with Interwest Consulting Group for Design Services for the Railroad Canyon Road Corridor Safety Improvements Project for an amount not-to-exceed \$182,550.

Administrative Services Director Borja provided a presentation.

There were no public comments.

Motion and second by Council Member Terry/Council Member Dain to approve and authorize the City Manager to execute an Agreement with Interwest Consulting Group for design services for the Railroad Canyon Road Corridor Safety Improvements Project for an amount not to exceed \$182,550.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

- (14) Adopt a Resolution Authorizing a Special Event Permit Fee Waiver (excluding Special Event Permit – Minor) for Active and Exempt Nonprofit 501(c)(3) Charitable Organizations for Remainder of 2023.

Management Analyst Gorham provided a presentation.

There were no public comments.

City Attorney Graham suggested revising Resolution No. 2023-28 to include language noting that certain organizations, such as churches and religious organizations, are exempt from providing 501(c)(3) designation paperwork if they meet certain statutory requirements.

Motion and second by Council Member Dain/Mayor Smith to adopt Resolution No. 2023-28 authorizing a special event permit fee waiver (excluding Special Event Permit – Minor) for active and exempt nonprofit 501(c)(3) charitable organizations for the remainder of 2023, with the recommended change to the Resolution.

Motion carried 5-0, with Council Member Castillo, Council Member Dain, Council Member Terry, Mayor Pro Tem Welty, and Mayor Smith voting aye.

CITY MANAGER COMMENTS

None.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Castillo thanked all of the Memorial Day volunteers and stated the City looked beautiful. She noted the emergency preparedness committee meets on the first Thursday of every month at 6:30 p.m., spoke about a great turnout at the golf cart show and congratulated Canyon Lake Little League. She further stated that if someone has strong feelings on a topic they can reach out the City Council.

Council Member Dain thanked the volunteers who placed flags for Memorial Day and thanked Staff for organizing the flower wreaths. She noted the 9-11 memorial at the fire station is beautiful.

Mayor Pro Tem Welty spoke about 4th of July and reminded everyone that the only fireworks should be the ones on the island.

Council Member Terry stated Fiesta Day was a fun event. He congratulated the flag committee and informed everyone about the social media panel hosted by the Chamber of Commerce on July 17, 2023.

Mayor Smith encouraged residents to reach out to City Council with issues or concerns. He proposed a placeholder on the City Council agenda that allows the City Council to openly talk about future agenda items in case there are conversations that need to take place from public comments that should be addressed at a future meeting.

ANNOUNCEMENTS

Mayor Smith announced that the next regular City Council meeting would be held on Wednesday, July 12, 2023.

ADJOURNMENT

At 9:58 p.m., Mayor Smith adjourned the meeting in memory of the gentleman who passed away on Railroad Canyon Road on June 10, 2023.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Mike A. Borja, Administrative Services Director

DATE: July 12, 2023

SUBJECT: Adopt a Resolution Authorizing Participation in the County of Riverside's Urban County Programs for Fiscal Years 2024-2025, 2025-2026 and 2026-2027

Recommendation

Adopt Resolution No. 2023-30 authorizing participation in the County of Riverside's Urban County Program for Fiscal Years 2024-2025, 2025-2026 and 2026-2027 and direct the Mayor to execute the Cooperation Agreement on behalf of the City.

Background

The City has been an active participant in the County of Riverside's Urban County Program for more than two decades. By participating in this program, the City is considered a Cooperating City within the Urban County Program and the County will receive and administer the City's HOME and Emergency Solutions Grant funding that would otherwise go to the state.

As such, under the Cooperation Agreement, the City becomes ineligible to apply for State CDBG programs, as well as receiving funding through a HOME consortium during this period of the Urban County program. This is a common occurrence for all municipalities whenever they participate directly with the County in these programs. The City has always chosen to participate with the County so that the programs are administered and managed by the County's Department of Housing & Workforce Solutions.

In the past, the City has successfully utilized CDBG funding toward various capital projects. Most recently, the City used CDBG funds toward ADA improvements for the City's tenant-occupied building located at 31542 Railroad Canyon Road. In 2021, the City Council and the County of Riverside agreed to advance future CDBG allocations for the fiscal years of 2022-2023, 2023-2024, and 2024-2025 in the amount of \$25,761 for each fiscal year for these ADA improvements. Therefore, the next available CDBG allocation for the City will not be available until fiscal year 2025-2026.

Discussion

The City must execute the attached Cooperation Agreement and adopt the attached resolution to continue participating in Riverside County's Urban County programs including the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership programs for the next three fiscal years, starting July 1, 2024 through June 30, 2027. Cities that have chosen to be included in the designation must enter into a cooperation agreement no later than July 30, 2023.

By approving participation into the County of Riverside's Urban County Program, the City will fulfill its obligations related to past advancements of CDBG funds and the City will begin receiving future CDBG funding for new projects or programs starting in fiscal year 2025-2026.

Fiscal Impact

Approving the agreement will allow the City to be eligible for CDBG, HOME and ESG funding through the County of Riverside during the above listed fiscal years.

Attachments

1. Notice of Participation from the County of Riverside on Cooperation Agreement
2. Cooperation Agreement with County of Riverside
3. Resolution No. 2023-30 Authorizing Participation in the Urban County Programs

ATTACHMENT 1



Heidi Marshall,
Director

April 25, 2023

Nicole Dailey, City Manager
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587

RE: Notice of Opportunity to Participate -Three-Year Urban County Qualification County of Riverside Urban County Program CDBG, HOME, and ESG Programs Federal Fiscal Years 2024, 2025, and 2026 (Program Years 2024-2025, 2025-2026 and 2026-2027).

Dear Ms. Dailey:

The County of Riverside has qualified as an Urban County for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant (ESG) for Federal Fiscal Years 2024, 2025, and 2026. This letter serves to notify you that your City may elect to participate in the County of Riverside's Urban County for program years 2024-2026. Alternatively, you may elect not to participate in the County's Urban County program.

Participation: A city that participates as a Cooperating City within the Urban County program, is also agreeing that the County receive and administer that city's HOME and ESG funds that would otherwise go to the State. This means that as a Cooperating City, the City and residents would benefit from the County programs funded with ESG and HOME funds that include Homelessness Assistance/Prevention Programs, home rehabilitation program for low-income residents, down payment assistance, gap funding for development of affordable housing, and reduced CDBG program administrative responsibilities.

If the City decides to participate in the Urban County program the City will not be able to apply for CDBG and HOME funds under the HUD's Small Cities State program for the fiscal years during the period in which you are participating with the Urban County.

The City may also elect to join the County's Urban County program as a Joint Metropolitan City. There are certain advantages to the Joint Metropolitan City status; however, the City would not be included in the County's HOME, ESG and Home Enhancement programs nor would you be eligible to apply for grants under HUD's Small Cities (State) program. Benefits of joining the County's Urban County program as a Joint Metropolitan City would mean the County would handle CDBG program administrative responsibilities for the City.

Notice of Urban County Participation
April 25, 2023
Page 2

If your City elects to participate in the County's Urban County program, as a Cooperating City or Joint/Metro City, for program years 2024, 2025, and 2026, please submit the enclosed Notice of Participation to HWS, **no later than May 15, 2023**

Non-participation: If your City elects not to participate in the County's Urban County program, please submit the enclosed Statement of Non-Participation to HWS, no later than May 15, 2023 as well as a copy to the HUD Region IX office in Los Angeles, **no later than July 07, 2023.**

Your cooperation in meeting the required deadline of **May 15, 2023** to HWS, is greatly appreciated. To expedite the process, you can Fax (951-374-3098) or email (RivcoCDBG@rivco.org) a copy of the signed Notice of Participation or Non-Participation prior to returning the original through regular mail.

We look forward to your city's participation in our Urban County program. If you have any questions, please contact my office at 951-955-8126.

Sincerely,



Juan Garcia
CDBG/ESG/HOME Development Manager

Enclosure: Notice of Urban County Participation Status

COUNTY OF RIVERSIDE
Urban County Qualification
Federal Fiscal Years 2024, 2025 and 2026

NOTICE OF PARTICIPATION

X This City elects to participate as a Metropolitan City/Joint Recipient or a Cooperating City in the Urban County (Riverside County) Community Development Block Grant for Federal Fiscal Years 2024, 2025 and 2026.

City of Canyon Lake

Signed: 
City Manager

Date 5/11/2023

NOTICE OF NON-PARTICIPATION

_____ This City elects NOT to participate in the Urban County (Riverside County) Community Development Block Grant Program for Federal Fiscal Years 2024, 2025 and 2026.

Electing not to participate, the City will also notify the HUD office at:

HUD Region IX- Los Angeles Office
300 North Los Angeles Street, Suite 4054
Los Angeles, CA 90012

City of Canyon Lake

Signed: _____
City Manager

Date _____

When completed, please submit to the following:

Juan Garcia, CDBG/ESG/HOME Development Manager
County of Riverside Department of Housing and Workforce Solutions
P.O Box 1528
Riverside, CA 92502.
Email: RivcoCDBG@rivco.org

ATTACHMENT 2

**COOPERATION AGREEMENT
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT,
HOME INVESTMENT PARTNERSHIPS PROGRAM, AND
EMERGENCY SOLUTIONS GRANT
FOR FISCAL YEARS 2024-25, 2025-26, 2026-27**

This Cooperation Agreement for the Community Development Block Grant, HOME Investment Partnerships Program, and the Emergency Solutions Grant for Fiscal Years 2024-25, 2025-26, 2026-27, hereinafter referred to as “Agreement” is made and entered into this _____ day of _____ 2023, by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and CITY OF CANYON LAKE, an incorporated municipality within the geographical boundaries of the COUNTY, hereinafter referred to as "CITY." City and County individually referred to herein as “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the Housing and Community Development Act of 1974, as amended (42 U.S.C.A. § 5301 et seq.) (Public Law 93-383), hereinafter called "ACT", provides that Community Development Block Grant funds hereinafter referred to as "CDBG", may be used for the support of activities that provide decent housing, suitable living environments, and expanded economic opportunities principally for persons of low and moderate-income; and

WHEREAS, the HOME Investment Partnerships Act program, hereinafter referred to as “HOME,” was enacted as Title II of the National Affordable Housing Act of 1990, for the purposes of: expanding the supply of decent, affordable housing for low and very-low income families with emphasis on rental housing; building State and local capacity to carry out affordable housing programs; and providing for coordinated assistance to participants in the development of affordable low-income housing; and

WHEREAS, the Emergency Solutions Grant, hereinafter referred to as “ESG,” was authorized by the McKinney-Vento Homeless Assistance Act of 1987 and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The objectives of the ESG program are to increase the number and quality of emergency shelters and transitional

housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness;

WHEREAS, CDBG regulations require counties to re-qualify as an Urban County under the CDBG program every three (3) years.

NOW THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

1. GENERAL.

(a). This Agreement gives COUNTY authority to undertake, or assist in undertaking, activities for Fiscal Years 2024-25, 2025-26, and 2026-27, that will be funded from the CDBG, HOME, and ESG programs and from any program income generated from the expenditure of such funds. COUNTY and CITY agree to cooperate, to undertake, or to assist in undertaking, community renewal and lower-income housing assistance activities. COUNTY is qualified as an "Urban County" under the ACT. CITY, by executing this Agreement, hereby gives notice of its election to participate in an Urban County's Community Development Block Grant (CDBG), Home Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG) programs, hereinafter referred to as "Urban County Programs".

(b). By executing this Agreement, CITY understands that it may not apply for grants from appropriations under the Small Cities or State CDBG Programs for fiscal years during the period in which it participates in the Urban County's CDBG program, and that CITY may only participate in the HOME program through the COUNTY'S Urban County Programs, not a HOME consortium. The CITY may also apply for HOME funds from the State of California, if permitted by the State.

(c). By executing this Agreement, CITY understands that it may only receive a formula allocation of ESG funds through the COUNTY'S Urban County Programs. The CITY may also apply for ESG funds from the State of California, if permitted by the State.

2. TERM.

The term of this Agreement shall be for three (3) years commencing on July 1, 2024, and expiring on June 30, 2027, unless an earlier date of termination is fixed by U.S.

Department of Housing and Urban Development, hereinafter called HUD, pursuant to ACT. This Agreement shall automatically renew for participation in successive three-year qualification periods, unless COUNTY and CITY provide written notice it elects not to participate in a new qualification period. In the event of termination, a notice shall be sent to the HUD Field Office. Notwithstanding the above, the Parties agree that each Party shall adopt amendments to the Agreement incorporating changes necessary to meet the requirement for cooperation agreements set forth in an Urban County Qualification Notice that is applicable for any subsequent three-year urban qualification period and shall submit such amendment to HUD as provide in the Urban County Qualification Notice. The Parties agree that failure to comply shall void the automatic renewal for such qualification periods.

During the term and any successive qualification periods should this Agreement automatically renew, the terms of this Agreement shall remain in effect until the CDBG funds and program income received with respect to activities carried out during the three-year qualification period are expended and the funded activities completed. Furthermore, neither the COUNTY nor the CITY may terminate or withdraw from this Agreement while it remains in effect.

3. PREPARATION OF FEDERALLY REQUIRED FUNDING APPLICATIONS.

The County of Riverside Housing and Workforce Solutions, subject to approval of COUNTY's Board of Supervisors, shall be responsible for preparing and submitting to the U.S. Department of Housing and Urban Development (HUD), in a timely manner, all reports and statements required by the ACT and the Federal regulations promulgated by HUD to secure entitlement grant funding under the CDBG, HOME, and ESG programs. This duty shall include the preparation and processing of COUNTY Housing, Community, and Economic Development Needs Identification Report, Citizen Participation Plan, the County Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and other related programs which satisfy the application requirements of ACT and its regulations.

4. COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND OTHER APPLICABLE STATUTES, REGULATIONS AND ORDINANCES.

(a) COUNTY and CITY will comply with the applicable provisions of the ACT and those Federal regulations promulgated by HUD pursuant thereto, as the same currently exists or may hereafter be amended.

(b) The COUNTY and CITY are hereby obligated to take all actions necessary to assure compliance with COUNTY's certification regarding affirmatively furthering fair housing pursuant to Section 104 (b) of Title I of ACT, as amended.

(c) The COUNTY and CITY are hereby obligated to take all actions necessary to assure compliance with Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.

(d) COUNTY and CITY will comply with the applicable provisions of the following: National Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968; the Fair Housing Act; Title 24 Code of Federal Regulations part 570; Cranston-Gonzales National Affordable housing Act (Public Law 101-625); Executive Order 11063, as amended by Executive Order 12259; Executive Order 11988; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. §4630, et. seq.); Section 109 of Title I of the ACT and implementing regulations at 24 CFR part 6; the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act; the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975; the implementing regulations at 24 CFR part 136, and Section 3 of the Civil Rights Act of 1963, as amended; and other Federal or state statute or regulation applicable to the use of CDBG, HOME Investment Partnerships Act (enacted as Title II of the National Affordable Housing Act of 1990), and Emergency Solutions Grant funds.

(e) CITY agrees that the Urban County Program funding for activities in, or in support of, the CITY are prohibited if CITY does not affirmatively further fair housing within CITY'S jurisdiction or impedes COUNTY actions to comply with its fair housing certification.

(f) CITY and COUNTY shall meet the citizen participation requirements of 24 CFR 570.301 and provide Urban County Program citizens with all of the following:

i. The estimate of the amount of CDBG funds proposed to be used for activities that will benefit persons of low and moderate-income;

ii. A plan for minimizing displacement of persons as a result of activities assisted with CDBG funds and to assist persons actually displaced as a result of such activities;

iii. A plan that provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate-incomes, residents of slum and blighted areas, and of areas in which funds are proposed to be used, and provides for participation of residents in low and moderate-income neighborhoods;

iv. Reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the ACT;

v. Provide for public meetings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance. Meeting shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the disabled.

(g). CITY shall develop a community development plan, for the period of this Agreement, which identifies community development and housing needs and specifies both short and long-term community development objectives.

(h). CITY certifies, to the best of its knowledge and belief, that:

i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the CITY, to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

ii. If any funds other than Federally-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

iii. The CITY shall require that the language provided in Sections 4(e)(i) and 4(e)(ii) of this Agreement be included in the award documents for all sub-awards at all tiers (including subcontracts, sub- grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

(iv). In accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act), the CITY certifies that it has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations, and that it has adopted and is enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

5. COMPLIANCE WITH POLICY AND PROGRAM OBJECTIVES.

The COUNTY's Board of Supervisors have adopted policies and procedures to ensure efficient and effective administration of the CDBG, HOME and ESG programs. COUNTY will provide these policies and procedures to CITY within a reasonable time after this Agreement's commencement date. COUNTY and City agree to comply with these said policies and program objectives and to take no actions to obstruct implementation of the approved 2024-2029 Five Year Consolidated Plan and the subsequent Five Year Consolidated Plan.

6. OTHER AGREEMENTS

Pursuant to Federal regulations at 24 CFR 570.501(b), CITY is subject to the same

requirements applicable to sub-recipients, including the requirement of a written agreement set forth in Federal regulations at 24 CFR 570.503. For each fiscal year during the term of this Agreement, COUNTY and CITY shall enter into an additional agreement, commonly known as a Supplemental Agreement, that will have a term coinciding with a CDBG Program Year and enumerate the project(s) CITY will implement with its entitlement funds. Said Supplemental Agreement will set forth the time schedule for completion of said project(s) and any funding sources, in addition to entitlement funds, that will be used in completing the project(s). If substantial compliance with the completion schedule, due to unforeseen or uncontrollable circumstances, cannot be met by CITY, the schedule for the project(s) may be extended by COUNTY. If COUNTY determines that substantial progress toward drawdown of funds is not made during the term of the Supplemental Agreement, the entitlement funds associated with the project(s) may be reprogrammed by COUNTY, to other activities as determined by COUNTY, after COUNTY provides appropriate written notice to CITY. COUNTY's decision not to extend the completion schedule associated with the project(s), or to reprogram the entitlement funds associated with the project(s), will not excuse CITY from complying with terms of this Agreement.

7. DETERMINATION OF PROJECTS TO BE FUNDED AND DISTRIBUTION OF ENTITLEMENT FUNDS.

CITY agrees to submit to COUNTY in writing, no later than the date specified by COUNTY prior to each program year, the activities that the CITY desires to implement with its entitlement funds, said designation to comply with statutory and regulatory provisions governing citizen's participation. Said designation is to be reviewed by the COUNTY's Housing and Workforce Solutions to determine that the projects are eligible under Federal regulations for funding and inclusion in the One Year Action Plan of the County's Five-Year Consolidated Plan and consistent with both Federal and COUNTY policy governing use of Community Development Block Grant (CDBG) funds.

In the event that CITY fails to submit to COUNTY the identified activities that the CITY desires to implement with its entitlement funds by the date specified prior to each program year, the COUNTY may determine the activities to be funded, without consent of the CITY,

consistent with both Federal and COUNTY policy governing use of Community Development Block Grant (CDBG) funds.

Consistent with Sections 3, 4, 5, 6, and 7 of this Agreement, COUNTY's Board of Supervisors will make the final determination of the distribution and disposition of all CDBG funds received by COUNTY pursuant to the Act.

8. COMMUNITY DEVELOPMENT BLOCK GRANT MANUAL.

CITY warrants that those officers, employees, and agents, retained by it and responsible for implementing projects funded with CDBG have received, reviewed, and will follow the Community Development Block Grant Manual that has been prepared and amended by COUNTY, which Manual is incorporated herein and made a part hereof by this reference.

9. REAL PROPERTY ACQUIRED OR PUBLIC FACILITY CONSTRUCTED WITH CDBG FUNDS.

When CDBG funds are used, in whole or in part, by CITY to acquire real property or to construct a public facility, CITY shall comply with the National Environmental Policy Act of 1969 (42 U.S.C. § 4321, et seq.), the California Environmental Quality Act (Cal. Pub. Resources Code § 21000, et seq.), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4630, et seq.), and California Government Code Sections 7260 et seq., as those laws may be amended from time-to-time and any Federal or state regulations issued to implement the aforementioned laws.

In addition, the following is to occur:

- (a) Title to the real property shall vest in CITY;
- (b) The real property title will be held by or the constructed facility will be maintained by the CITY for the approved use until five years after the date that the project is reported as "Completed" within the annual Consolidated Annual Performance and Evaluation Report
- (c) While held by CITY, the real property or the constructed facility is to be used exclusively for the purpose for which acquisition or construction was originally approved by COUNTY;

(d) CITY shall provide timely written notice to COUNTY of any action which would result in a modification or change in the use of the real property purchased or improved, in whole or in part, with CDBG or HOME funds from that planned at the time of acquisition or improvement, including disposition.

(e) CITY shall provide timely written notice to citizens and opportunity to comment on any proposed modification or change;

(f) Written approval from COUNTY must be secured if the property or the facility is to be put to an alternate use that is or is not consistent with Federal regulations governing CDBG funds;

(g) Should CITY desire during the five (5) year period to use the real property or the constructed facility for a purpose not consistent with applicable Federal regulations governing CDBG funds or to sell the real property or facility, then:

(i) If CITY desires to retain title, it will have to reimburse either COUNTY or the Federal government an amount that represents the percentage of current fair market value that is identical to the percentage that CDBG funds initially comprised to when the property was acquired or the facility was constructed;

(ii) If CITY sells the property or facility, or is required to sell the property or facility, CITY is to reimburse the COUNTY an amount that represents the percentage of proceeds realized by the sale that is identical to the percentage that CDBG funds comprised of the monies paid to initially acquire the property or construct the facility. This percentage amount will be calculated after deducting all actual and reasonable cost of sale from the sale proceeds.

10. DISPOSITION OF INCOME GENERATED BY THE EXPENDITURE OF CDBG FUNDS.

CITY shall inform COUNTY in writing of any income generated by the expenditure of CDBG funds received by CITY from COUNTY. CITY may not retain program income so generated. Any and all program income shall be returned to the County and may only be used for eligible activities in accordance with all CDBG requirements, including all requirements for citizen participation.

The COUNTY is required by HUD to monitor and report the receipt and use of all program income. CITY is required to track, monitor, and report any and all program income as requested by COUNTY.

11. TERMINATION.

Except as provided for in Section 2, CITY and COUNTY cannot terminate or withdraw from this Agreement while it remains in effect.

12. NOTICES.

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

<u>COUNTY OF RIVERSIDE</u>	<u>CITY OF</u>
Heidi Marshall, Director	Nicole Dailey, City Manager
County of Riverside HWS	City of Canyon Lake
P.O. Box 1528	31516 Railroad Canyon Road
Riverside, CA 92502	Canyon Lake, CA 92587

13. AGREEMENT ADMINISTRATION.

The City Manager in the case of the City of Canyon Lake, and the Director of Housing and Workforce Solutions, in the case of the County of Riverside, or their designee, shall administer the terms and conditions of this Agreement for their respective city or county.

14. COOPERATION; FURTHER ACT.

The PARTIES shall cooperate fully with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purpose of the Agreement.

15. NO THIRD-PARTY BENEFICIARIES.

This Agreement is made and entered into for the sole protection and benefit of the PARTIES hereto and shall not create any rights in any third parties. No other person or entity shall have any right or action based upon the provisions of the Agreement.

16. SECTION HEADINGS.

The Section headings herein are for the convenience of the PARTIES only and shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions or language of this Agreement.

17. FORMER AGREEMENTS UTILIZING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS BETWEEN COUNTY AND CITY.

All agreements between CITY and COUNTY regarding the use of CDBG funds for fiscal years 1975-76 through fiscal years 2023-2024, and any Supplemental Agreements there under, shall remain in full force and effect. If the language of this Agreement is in conflict or inconsistent with the terms of any prior said agreements between CITY and COUNTY, the language of this Agreement will be controlling.

18. INDEMNIFICATION

CITY agrees to indemnify, defend, and hold harmless COUNTY and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising from CITY acts, errors or omissions and for any costs or expenses incurred by COUNTY on account of any claim therefore, except where such indemnifications is prohibited by law. CITY shall promptly notify COUNTY in writing of the occurrence of any such claims, actions, losses, damages, and/or liability.

CITY shall indemnify and hold harmless COUNTY against any liability, claims, losses, demands, and actions incurred by COUNTY as a result of the determination by HUD or its successor that activities undertaken by CITY under the program(s) fail to comply with any laws, regulations, or policies applicable thereto or that any funds billed by and disbursed to CITY under this Agreement were improperly expended.

19. COMPLIANCE WITH LAWS AND REGULATIONS.

By executing this Agreement, the Parties hereby certify that they will adhere to and comply with all Federal, state and local laws, regulations and ordinances.

20. ENTIRE AGREEMENT.

It is expressly agreed that this Agreement embodies the entire agreement of the Parties in relation to the subject matter hereof, and that no other agreement or understanding, verbal or otherwise, relative to this subject matter, exists between the Parties at the time of execution.

21. SEVERABILITY.

Each paragraph and provision of this Agreement is severable from each other provision and in the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will never the less continue in full force without being impaired or invalidated in any way.

22. ASSIGNMENT.

CITY shall not make any sale, assignment, conveyance or lease of any trust or power, or transfer in any other form with respect to this Agreement, or delegate or assign any interest in this Agreement without prior written approval of the County.

23. INTERPRETATION AND GOVERNING LAW.

This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California. This Agreement shall be construed as a whole according to its fair language and common meaning to achieve the objectives and purposes of the Parties hereto, and the rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not be employed in interpreting this Agreement, all Parties having been represented by counsel in the negotiation and preparation hereof.

24. WAIVER.

Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, or the failure by a Party to exercise its rights upon the default of the other Party, shall not constitute a waiver of such Party's right to insist and demand strict compliance by the other Party with the terms of this Agreement thereafter.

25. JURISDICTION AND VENUE.

Any action at law or in equity arising under this Agreement or brought by a Party hereto for the purpose of enforcing, construing or determining the validity of any provision of this Agreement shall be filed in the Superior Court of California, County of Riverside, State of California, and the Parties hereto waive all provisions of law providing for the filing, removal or change of venue to any other court or jurisdiction.

26. AMENDMENTS

No change, amendment, or modification to the Agreement shall be valid or binding upon CITY or COUNTY unless such change, amendment, or modification is in writing and duly executed. CITY and COUNTY agree to adopt any necessary amendments to this Agreement to incorporate changes required by HUD as set forth in the Urban County Qualification Notice. Amendments must be submitted to HUD as provided in the Urban County Qualification Notice and failure to do so will void the automatic renewal for such qualification period.

27. PROHIBITION OF CDBG FUND TRANSFER

The CITY may not sell, trade, or otherwise transfer all or any portion of the CDBG funds to another such cooperating city, metropolitan city, urban county, or Indian tribe, that directly receives CDBG funds in exchange for any other funds, credits, or non-Federal considerations. CITY must use the CDBG funds for activities eligible under Title I of the ACT.

28. EMERGENCY SOLUTIONS GRANT FORMULA ALLOCATION

CITY acknowledges that while participating in the COUNTY's Urban County program, CITY can only receive a formula Emergency Solutions Grant (ESG) allocation from the Urban County program and only at such times as authorized by the Board of Supervisors. The CITY and COUNTY may also apply for ESG funds from the State of California, if permitted by the State.

29. HOME INVESTMENT PARTNERSHIP ACT FORMULA ALLOCATION

CITY acknowledges that while participating in the COUNTY's Urban County program, CITY can only receive a formula HOME allocation from the Urban County program

and only at such times as authorized by the Board of Supervisors. The CITY and COUNTY may also apply for HOME funds from the State of California, if permitted by the State.

30. AUTHORITY TO EXECUTE.

The persons executing this Agreement or exhibits attached hereto on behalf of the Parties to this Agreement hereby warrant and represent that they have the authority to execute this Agreement and warrant and represent that they have the authority to bind the respective Parties to this Agreement to the performance of its obligations hereunder.

31. INCORPORATION OF RECITALS

The Parties hereby affirm the facts set forth in the recitals above. Said recitals are incorporated herein and made an operative part of this Agreement.

32. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the COUNTY and CITY have executed this Agreement on the date shown below.

Date: _____

COUNTY OF RIVERSIDE,
a political subdivision of the
State of California

CITY OF CANYON LAKE,
a general law city

BY: _____
Heidi Marshall, Director
Housing and Workforce Solutions

BY: _____
Mayor

APPROVED AS TO FORM:
Minh C. Tran, County Counsel

ATTEST:

By: _____
Paula S. Salcido, Deputy County Counsel

BY: _____
City Clerk

APPROVED AS TO FORM:

BY: _____
City Attorney

COUNTY COUNSEL CERTIFICATION

The Office of County Counsel of the County of Riverside hereby certifies that the terms and provisions of this Agreement are fully authorized under state and local law and that the Agreement provides full legal authority for the COUNTY to undertake, or assist in undertaking, essential community development and housing assistance activities specifically urban renewal and publicly assisted housing.

Minh C. Tran
County Counsel

By: _____
Deputy, Paula S. Salcido

ATTACHMENT 3

RESOLUTION NO. 2023-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING PARTICIPATION IN THE COUNTY OF RIVERSIDE'S URBAN COUNTY PROGRAM FOR FISCAL YEARS 2024-2025, 2025-2026, AND 2026-2027

WHEREAS, the City of Canyon Lake has elected to participate as unit of local government (Cooperating City) in the County of Riverside's Urban County Program for Federal Fiscal Years 2024-2025, 2025-2026, and 2026-2027; and

WHEREAS, the Cooperation Agreement will allow the County and City to carry-out activities which are funded by Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME) funds, and Emergency Solutions Grant (ESG); and

WHEREAS, the Cooperation Agreement will allow the Cooperating City to participate in the Urban County Consolidated Planning Programs; and

WHEREAS, by participating in the Urban County program the City will not be able to apply for CDBG and HOME funds under the HUD's Small Cities State program during these fiscal years.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The foregoing recitals are true and correct.

Section 2. The Cooperation Agreement between the County of Riverside and the City of Canyon Lake is hereby approved.

Section 3. The City Council hereby authorizes and directs the Mayor to execute the Cooperation Agreement on behalf of the City of Canyon Lake.

PASSED, APPROVED, AND ADOPTED on this 12th day of July, 2023.

Jeremy Smith, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



ITEM NO. 5

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Terry Shea, Finance Director

DATE: July 12, 2023

SUBJECT: Receive and File the Citizens Trust Review of the City of Canyon Lake Investment Portfolio

Recommendation

Receive and file the Citizens Trust review of the City of Canyon Lake investment portfolio.

Background

The City's reserve funds are managed and invested by Citizens Trust. The purpose of this item is to provide an overview of the investment portfolio performance and an economic prospects update.

Discussion

The current Investment Portfolio includes the following:

- Medium-Term Corporate Notes.
- Federal Agency or United States government sponsored obligations, such as Federal Home Loan Bank, Federal Farm Credit Bank, Freddie Mac, Fannie Mae & Tennessee Valley Authority.
- Negotiable Certificates of Deposits.
- Blackrock BLF Liquidity FedFund.

Fiscal Impact

None.

Attachments

None.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Scott Harrison, Interwest Project Manager

DATE: July 12, 2023

SUBJECT: Adopt a 5-Year Capital Improvement Program (CIP) for Fiscal Year End 2024 through 2028

Recommendation

Approve and adopt the proposed 5-Year Capital Improvement Program (CIP) for Fiscal Years End 2024 through 2028.

Background

The City of Canyon Lake does not currently have a Capital Improvement Program (CIP). A CIP is a multiyear planning instrument that drives the evaluation and identification of capital infrastructure projects in need of renovation, repair, and/or construction. Capital projects range from road maintenance, safety, and renovation of municipal buildings.

The CIP relates these projected capital needs to the financial sources that will support their realization and the timeframe in which both the financing and work will take place. Capital improvement programming is the process by which these capital projects are identified, prioritized, and selected, and thus are incorporated into the long-range fiscal and strategic planning of the City. This CIP document is designed to report to the City Council, the public, City staff, and other interested parties on the capital management and planning strategies of the City.

Capital improvement programming links short- and long-range general plans with growth, public and private development, and the annual budgetary process. In this way, the CIP attempts to achieve the goals and objectives of the City's residents, a variety of boards and commissions, and the City Council. Perhaps the greatest benefit of having a CIP is that the process focuses attention on improving or constructing the capital improvements necessary for providing the services and facilities expected by the residents and businesses of the City of Canyon Lake, both today and in the future.

To reap the benefits of focused attention paid to long-term planning for capital projects, the CIP is developed separately from the City's Annual Operating Budget. However, the approval of the CIP does not signal appropriation of funds. Rather, the CIP serves as a planning instrument for both budgeting and infrastructure development. Appropriations are made for capital projects when the City Council approves the annual budget for the City. The CIP document is different from the annual budget as it sets forth a five-year program. The first year's program contains projects included in the proposed Annual Operating Budget for the upcoming fiscal year. The remaining four years reflect staff's recommended priorities for the future and are reviewed and can be revised annually by the City Council.

Discussion

Staff have identified eight proposed Capital Improvement Projects based on previous funding allocations, grant awards and direction from City Council. This includes three roadway projects and five facility projects. The attached CIP is a starting point for staff and the City Council as the City aims to plan for the future and ensure its long-term financial sustainability. Once adopted, this CIP will be posted to the City's website and available for review by the community.

In addition, this plan will help staff prioritize key capital projects in the coming year and will be used to seek grants or other funding opportunities to fund these projects. This program is fluid and subject to change as needed to complete these projects and to add/remove others.

Fiscal Impact

See attached proposed 5-Year Capital Improvement Program for Fiscal Years 2024-2028.

Attachments

1. Capital Improvement Program Fiscal Year End 2024 through 2028

ATTACHMENT 1

CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: Railroad Canyon Road Corridor Safety Improvement Project (HSIP)

PROJECT NUMBER: CLS-001

PROJECT AUTHORIZATION YEAR: FY 2023/2024

PROJECT DESCRIPTION: Install roadway lighting, and roadway enhancements such as median barriers, chevron signs, and warning devices on Railroad Canyon Road within the City limits. Improve pedestrian crossings along the roadway by installing protected left-turn and a new crosswalk at the intersection of Railroad Canyon Road and Canyon Lake Drive.

PROJECT SCHEDULE: FY 2023/2024 through 2024/2025

PROJECT BENEFIT: The signalized intersection of Railroad Canyon Road/ Canyon Lake Drive and the roadway segment Railroad Canyon Road between Blackhorse Drive and Goetz Road, (including the signalized intersection at Sorrel Lane) were identified in the City's Local Road Safety Plan as experiencing a high crash frequency and high frequency of crashes resulting in severe injuries and fatalities. The two locations represent 60% of collisions and 67% of the killed or seriously injured collisions along the corridor. The City applied for a HSIP Cycle 11 Grant to install safety countermeasures contemplated in the Local Road Safety Plan and was awarded grant funding in March 2023.

The intersection of Railroad Canyon Road & Canyon Lake Drive would be provided with a new crosswalk to furnish residents with safer access to the two far-sided bus stops.

The roadway segment on Railroad Canyon Road between Blackhorse Drive and Goetz Road is located along two horizontal curves and the intersection of Railroad Canyon/Sorrel Lane is located at the top of a vertical curve in the westbound direction. A median barrier and chevron signs are proposed to minimize the risk of head-on collisions along the curves, and lighting would be installed to increase visibility.

COST ESTIMATE: \$1,634,130

ADOPTED BUDGET: \$1,207,980 HSIP Cycle 11

EXPENDITURES: None to date.

FUNDING SOURCE: HSIP Cycle 11; Measure A – Fund 21; Gas Tax – Fund 20

REQUESTED BUDGET AMENDMENTS: \$276,150 Measure A - Fund 21; \$150,000 Gas Tax – Fund 20





Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLS-001 Railroad Canyon Road HSIP									
Project Cost: \$1,634,130.00		HSIP Cycle 11 Grant	\$ 1,207,980.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,207,980.00
	20	Gas Tax	\$ -	\$ 100,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
	21	Measure A	\$ -	\$ 200,000.00	\$ 76,150.00	\$ -	\$ -	\$ -	\$ 276,150.00
		Total:	\$ 1,207,980.00	\$ 300,000.00	\$ 126,150.00	\$ -	\$ -	\$ -	\$ 1,634,130.00

VICINITY MAP:

CITY OF CANYON LAKE
RAILROAD CANYON ROAD SAFETY IMPROVEMENT PROJECT
VICINITY MAP



LEGEND:

-  PROVIDE PROTECTED LEFT TURN PHASE & HIGH-VISIBILITY PEDESTRIAN CROSSING.
-  MEDIAN BARRIER
-  ROADWAY LIGHTING ALONG MEDIAN
-  CITY LIMIT



CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: Railroad Canyon Road Paving Project

PROJECT NUMBER: CLS-002

PROJECT AUTHORIZATION YEAR: FY 2025/2026

PROJECT DESCRIPTION: This is an ongoing maintenance requirement for the City. Repaving of Railroad Canyon Road to fill or repair existing surface defects to help preserve and protect the underlying pavement structure and provide a new driving surface within city limits. This includes stripping costs associated with this project. Options include slurry seal or grind and overlay depending on the state of the roadway. As part of this project, staff will explore rubberized asphalt which can reduce road noise by up to 50%. This estimate is based on a complete grind and overlay, which is anticipated in the years ahead.

PROJECT SCHEDULE: FY 2025/2026

PROJECT BENEFIT: Regular maintenance of Railroad Canyon Road protects and preserves the City's investment in this roadway. In addition, it allows for a safer and cleaner roadway through the middle of the city. Lastly, if rubberized asphalt is used, road noise for the surrounding residents and businesses could be reduced by as much as 50%. Staff will seek grant funding to cover the cost of rubberized asphalt.

COST ESTIMATE: \$1,400,000

ADOPTED BUDGET: \$0

EXPENDITURES: None to date.

FUNDING SOURCE: Measure A – Fund 21; Gas Tax - Fund 20

REQUESTED BUDGET AMENDMENTS: \$700,000 Measure A – Fund 21; \$700,000 Gas Tax - Fund 20

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLS-002 Railroad Canyon Road Paving Project									
Project Cost: \$1,400,000.00	20	Gas Tax	\$ -	\$ -	\$ -	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00
	21	Measure A	\$ -	\$ -	\$ -	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00
									\$ -
		Total:	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ -	\$ -	\$ 1,400,000.00

VICINITY MAP:

**CITY OF CANYON LAKE
RAILROAD CANYON ROAD PAVING PROJECT
VICINITY MAP**



LEGEND:

-  WORK AREA
-  CITY LIMIT



CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: Active Transportation Plan

PROJECT NUMBER: CLS-004

PROJECT AUTHORIZATION YEAR: FY 2024/2025

PROJECT DESCRIPTION: Develop an Active Transportation Plan (ATP) for the City. An ATP would include a comprehensive set of strategies to ensure improved options for biking, walking, and transit in and around the community. The purpose of an ATP is to encourage increased use of active modes of transportation, such as biking and walking, by developing dedicated and/or safer pathways in the community.

PROJECT SCHEDULE: TBD

PROJECT BENEFIT: Currently, there are limited pedestrian and biking facilities in the City of Canyon Lake. This includes critical connections to neighboring communities to allow for regional trails and corridors throughout the region. As part of this plan, the City will look closely at existing local and regional corridors to identify key connections and project recommendations to create safe, reliable pedestrian and biking facilities. In addition, this plan would consider a Neighborhood Electric Vehicle (NEV) Transportation Plan to support the use of golf carts as recommended by the City's Local Road Safety Plan developed in 2022. An NEV would provide recommendations of crossing enhancements, additional signage, and other accessibility improvements to enhance NEV safety.

COST ESTIMATE: \$70,000

ADOPTED BUDGET: \$0

EXPENDITURES: None to date.

FUNDING SOURCE: Gas Tax – Fund 20

REQUESTED BUDGET AMENDMENTS: \$70,000 Gas Tax – Fund 20

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLS-003 Active Transportaiton Plan									
Project Cost: \$70,000.00	20	Gas Tax	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
						\$ -			\$ -
		Total:	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00

VICINITY MAP:

**CITY OF CANYON LAKE
ACTIVE TRANSPORTATION PLAN
VICINITY MAP**



LEGEND:

-  WORK AREA
-  CITY LIMIT



CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: City Hall & Council Chamber Renovations

PROJECT NUMBER: CLF-001

PROJECT AUTHORIZATION YEAR: FY 2023/2024

PROJECT DESCRIPTION: Develop a Comprehensive, Phased Master Plan for City Hall renovations that maximizes the use of existing City facility space to provide adequate office space for all employees while best serving the community. This includes interior upgrades to customer service areas, a community room, conference rooms, staff offices, ADA enhancements, technology improvements, energy efficient infrastructure and permanent file storage.

A critical component will be a more permanent Council Chambers and Council Conference Room by restructuring and constructing the former library space into a fully functional Council Chambers equipped with state-of-the-art audio/visual broadcast equipment, official dais, staff seating, community seating, conference area, and workspace for Council Members.

Efforts will include a full site inspection to evaluate the current state of the building and identify areas of concern, such as outdated or inadequate facilities, insufficient space, aged infrastructure, and accessibility features. Project deliverables will include comprehensive interior scanning, a master plan final conceptual designs, project budget preparation and overall schedule development, as well as system and ADA evaluations.

Tenant improvements will be phased based on available funding with a priority placed on the Council Chambers and Conference Room. Future funding costs and schedules will be adjusted each year based on the final master plan once completed.

PROJECT SCHEDULE:

- Master Plan Development: Fall 2023
- Phase 1 Improvements: 2024
- Phase 2 Improvements: TBD
- Phase 3 Improvements: TBD

PROJECT BENEFIT: The Master Plan will provide the City with a clear roadmap for the remodeling project, outlining the project’s scope, timeline, budget, and goals for the building. This plan will prioritize remodeling efforts, identifying the most critical needs, and phasing the project accordingly. The Master Plan will ensure that City Hall meets the current and future needs of the community, enhances the functionality and aesthetics of the building, and promotes the efficient and effective operations of local government.

Additionally, the construction of Council Chambers provides a sense of pride and identity for the community as a symbol of local government. Meeting efficiency and transparency will improve by having expanded audio/visual equipment, versatile seating arrangements and other necessary amenities.

COST ESTIMATE:

- Master Plan Development: \$105,740
- Phase 1 Improvements: \$1,390,432.10
- Phase 2 Improvements: TBD
- Phase 3 Improvements: TBD

ADOPTED BUDGET: \$105,740 in ARPA – Fund 27; \$1,390,432.10 in Capital – Fund 40

EXPENDITURES: None to date.

FUNDING SOURCE: ARPA – Fund 27; Capital – Fund 40

REQUESTED BUDGET AMENDMENTS: None

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLF-001 City Hall Council Chambers									
Project Cost: \$1,496,172.10	27	ARPA	\$ 105,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,740.00
	40	Capital	\$ 850,000.00	\$ -	\$ 540,432.10	\$ -	\$ -	\$ -	\$ 1,390,432.10
						\$ -			\$ -
		Total:	\$ 955,740.00	\$ -	\$ 540,432.10	\$ -	\$ -	\$ -	\$ 1,496,172.10

VICINITY MAP:

**CITY OF CANYON LAKE
CITY HALL & COUNCIL CHAMBER RENOVATIONS
VICINITY MAP**



LEGEND:



WORK AREA



CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: Leased Building Tenant Improvements – 31542 Railroad Canyon Rd.

PROJECT NUMBER: CLF-002

PROJECT AUTHORIZATION YEAR: FY 2023/2024

PROJECT DESCRIPTION: Renovate interior suites and communal areas to meet the latest building requirements relating to fire and life safety, electrical, ADA compliance, and future tenant leasing. Planned improvements include painting and new carpet in communal areas, replacing any aged HVAC systems, lighting upgrades, and new electrical meters.

PROJECT SCHEDULE: FY 2023/2024

PROJECT BENEFIT: These improvements will improve the overall safety and value of this building, while also avoiding more costly repairs in the future. In addition, such improvements will allow the City to reevaluate the tenant mix and consider longer term lease agreements in the future.

COST ESTIMATE: \$110,000

ADOPTED BUDGET: \$110,000 in ARPA - Fund 27

EXPENDITURES: None to date.

FUNDING SOURCE: ARPA – Fund 27

REQUESTED BUDGET AMENDMENTS: None

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLF-002 Leased Building Tenant Improvements									
Project Cost: \$110,000.00	27	ARPA	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									\$ -
		Total:	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00

VICINITY MAP:

**CITY OF CANYON LAKE
TOWNE CENTER LEASED BUILDING RENOVATIONS
VICINITY MAP**



LEGEND:



WORK AREA



CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: Railroad Canyon Road Painting Improvement Project

PROJECT NUMBER: CLF-003

PROJECT AUTHORIZATION YEAR: FY 2023/2024

PROJECT DESCRIPTION: Repair and paint all the City's boundary walls, traffic signals and light poles, utility boxes, and bollards within the city limits along Railroad Canyon Road. Includes working in cooperation with supporting agencies including Southern California Edison, Elsinore Valley Municipal Water District, Eastern Municipal Water District, and Riverside Transit Agency to upgrade, repaint and/or improve existing infrastructure such as fire hydrants, utility boxes, and/or bus stop amenities.

PROJECT SCHEDULE: July/August 2023

PROJECT BENEFIT: Each approximately 100,000 commuters travel along Railroad Canyon Road through the City of Canyon Lake. This project will ensure the City addresses its ongoing maintenance requirements along this highly traveled roadway. Other benefits include improving the overall aesthetics, beautifying the roadway, and addressing ongoing damage to City property.

COST ESTIMATE: \$401,200

ADOPTED BUDGET: \$401,200

EXPENDITURES: None to date.

FUNDING SOURCE: Measure A – Fund 21

REQUESTED BUDGET AMENDMENTS: None

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLF-003 Railroad Canyon Road Painting Improvements									
Project Cost: \$401,200.00	21	Measure A	\$ 401,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,200.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -			\$ -
		Total:	\$ 401,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,200.00

VICINITY MAP:

**CITY OF CANYON LAKE
RAILROAD CANYON ROAD PAINTING IMPROVEMENT PROJECT
VICINITY MAP**



LEGEND:
[Red dashed line] WORK AREA
[Green solid line] CITY LIMIT



**CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028**

CIP PROJECT REQUEST: Fire Station Improvements

PROJECT NUMBER: CLF-004

PROJECT AUTHORIZATION YEAR: FY 2023/2024

PROJECT DESCRIPTION: The City fire station, located at 28730 Vacation Drive, is over 40 years old. During this time the station has seen one expansion during the 1980's but has not been adequately cared for during its lifetime. In addition, in January 2022, the fire station also took on the role of Fire Administration and the number of individuals at the fire station increased by three each day.

When the Canyon Lake Fire Department was created, the City invested \$75,000 to create a new office and dorm for the Captain and new offices for Fire Administration. In these areas new paint and flooring was added. Also, in 2022 the City provided ARPA funding to further improve the living conditions at the station. Work under ARPA has not yet been fully completed, but includes a remodeling of both restrooms, new apparatus bay doors for the front of the station, exterior and interior painting, upgrading the electrical lighting, new flooring, and a diesel extraction system to remove carcinogens from the apparatus exhaust systems.

The Department has applied for a SAFER grant that could add two additional firefighters on duty each day. The current configuration will not support this additional staffing and changes need to be made to the facility. In order to best utilize the City's funding and to plan for the future, staff is recommending an architectural review and proposed design be created for the fire station site before any major additional work is completed. Existing ARPA identified projects will continue as they are mostly cosmetic in nature. These items include:

- Upgrading electrical light fixtures throughout the station
- New flooring throughout the station
- New paint inside and outside the station
- New television and entertainment center
- Upgrading the laundry to a secure EMS supply room

PROJECT SCHEDULE: July 2023 – June 2024

PROJECT BENEFIT: These projects will benefit the Firefighters assigned to the station by creating a safer, more efficient, and modern fire station where they live and work. In addition, these efforts will ensure the City is planning for future staffing and site needs to provide adequate fire and emergency services to the community.

COST ESTIMATE: \$122,574.42

EXPENDITURES: None to date related to the proposed projects. Previously, approximately \$236,000 has been spent in ARPA funding on improvements at the Fire Station.

FUNDING SOURCE: ARPA – Fund 27

REQUESTED BUDGET AMENDMENTS: None

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLF-004 Fire Station Improvements									
Project Cost: \$122,574.42	27	ARPA	\$ 122,574.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,574.42
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -			\$ -
		Total:	\$ 122,574.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,574.42

VICINITY MAP:

**CITY OF CANYON LAKE
FIRE STATION IMPROVEMENTS
VICINITY MAP**



LEGEND:



WORK AREA



CITY OF CANYON LAKE
CAPITAL IMPROVEMENT PROGRAM REQUEST
Fiscal Year End 2024 through 2028

CIP PROJECT REQUEST: Electrical Vehicle Charging Stations at City Hall/Towne Center

PROJECT NUMBER: CLF-005

PROJECT AUTHORIZATION YEAR: FY 2024/2025

PROJECT DESCRIPTION: Identify funding sources, equipment options, grant opportunities and potential locations for the installation of Electric Vehicle Charging Stations in the Towne Center. This includes collaborating closely with the Merchants Association to complete a project that can be used by Electric Vehicles as well as golf carts.

PROJECT SCHEDULE: FY 2024/2025

PROJECT BENEFIT: The City does not have any electrical vehicle charging stations. The nearest stations are in the cities of Menifee and Lake Elsinore. This project will provide critical infrastructure in the Towne Center to serve residents and employees that frequent the Towne Center. In addition, Electrical Vehicle Charging Stations can also attract additional visitors to the Towne Center, local businesses and restaurants while allowing their vehicles to charge. Lastly, the state has mandated that all new cars and light trucks sold in California be electric by 2035. Therefore, this critical infrastructure is needed to meet future demands for Electric Vehicles.

COST ESTIMATE: \$200,000 for a double-sided charge station. TBD. Grant, and program options are being explored.

ADOPTED BUDGET: \$0

EXPENDITURES: None to date.

FUNDING SOURCE: Unknown

REQUESTED BUDGET AMENDMENTS: \$200,000 - TBD

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLF-005 Electrical Vehical Charging Stations									
Project Cost: \$200,000.00		Unfunded		\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -			\$ -
		Total:		\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -

VICINITY MAP:

**CITY OF CANYON LAKE
ELECTRICAL VEHICLE CHARGING STATIONS
VICINITY MAP**



LEGEND:



WORK AREA



5 YEAR EXPENDITURE SUMMARY BY PROJECT

Project Name	Fund #	Fund Name	Approved Funds to Date 2023-24	Proposed 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Total
CIP CLS-001 Railroad Canyon Road HSIP									
Project Cost: \$1,634,130.00		HSIP Cycle 11 Grant	\$ 1,207,980.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,207,980.00
	20	Gas Tax	\$ -	\$ 100,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
	21	Measure A	\$ -	\$ 200,000.00	\$ 76,150.00	\$ -	\$ -	\$ -	\$ 276,150.00
		Total:	\$ 1,207,980.00	\$ 300,000.00	\$ 126,150.00	\$ -	\$ -	\$ -	\$ 1,634,130.00
CIP CLS-002 Railroad Canyon Road Paving Project									
Project Cost: \$1,400,000.00		Gas Tax	\$ -	\$ -	\$ -	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00
	21	Measure A	\$ -	\$ -	\$ -	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00
		Total:	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ -	\$ -	\$ 1,400,000.00
CIP CLS-003 Active Transportation Plan									
Project Cost: \$70,000.00		Gas Tax	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00
	20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total:	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00
CIP CLF-001 City Hall Council Chambers									
Project Cost: \$1,496,172.10		ARPA	\$ 105,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,740.00
	40	Capital	\$ 850,000.00	\$ -	\$ 540,432.10	\$ -	\$ -	\$ -	\$ 1,390,432.10
		Total:	\$ 955,740.00	\$ -	\$ 540,432.10	\$ -	\$ -	\$ -	\$ 1,496,172.10
CIP CLF-002 Leased Building Tenant Improvements									
Project Cost: \$110,000.00		ARPA	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00
	27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total:	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00
CIP CLF-003 Railroad Canyon Road Painting Improvements									
Project Cost: \$401,200.00		Measure A	\$ 401,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,200.00
	21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total:	\$ 401,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,200.00
CIP CLF-004 Fire Station Improvements									
Project Cost: \$122,574.42		ARPA	\$ 122,574.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,574.42
	27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total:	\$ 122,574.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,574.42
CIP CLF-005 Electrical Vehical Charging Stations									
Project Cost: \$200,000.00		Unfunded	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total:	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00

Five Year Fund Balance Forward Summary

Fund #	Fund Name	FY 2023-24			FY 2024-25			FY 2025-26			FY 2026-27			FY 2027-28		
		Available*	Expenditure	Balance	Revenue	Expenditure	Balance	Revenue	Expenditure	Balance	Revenue	Expenditure	Balance	Revenue	Expenditure	Balance
	HSIP Cyle 11	\$1,207,980.00	\$ 1,100,100.00	\$107,880.00	\$ -	\$ 107,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	ARPA	\$338,314.42	\$ 338,314.42	\$0.00	\$ -	\$ -	\$0.00	\$ -	\$ -	\$0.00	\$ -	\$ -	\$0.00	\$ -	\$ -	
20	GAS TAX	\$1,833,628.00	\$ 100,000.00	\$1,733,628.00	\$ 279,000.00	\$ 120,000.00	\$1,892,628.00	\$ 285,000.00	\$ 700,000.00	\$1,477,628.00	\$ 291,000.00	\$ -	\$1,768,628.00	\$ 297,000.00	\$ -	\$2,065,628.00
21	MEASURE A	\$1,696,000.00	\$ 601,200.00	\$1,094,800.00	\$ 292,000.00	\$ 76,150.00	\$1,310,650.00	\$ 298,000.00	\$ 700,000.00	\$908,650.00	\$ 304,000.00	\$ -	\$1,212,650.00	\$ 310,000.00	\$ -	\$1,522,650.00
40	CAPITAL	\$1,390,432.10	\$ 850,000.00	\$ 540,432.10	\$ -	\$ 740,432.10	\$ (200,000.00)	\$ -	\$ -	\$ (200,000.00)	\$ -	\$ -	\$ (200,000.00)	\$ -	\$ -	\$ (200,000.00)
	GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total:		\$ 6,466,354.52	\$ 2,989,614.42	\$ 3,476,740.10	\$ 571,000.00	\$ 1,044,462.10	\$ 3,003,278.00	\$ 583,000.00	\$ 1,400,000.00	\$ 2,186,278.00	\$ 595,000.00	\$ -	\$ 2,781,278.00	\$ 607,000.00	\$ -	\$ 3,388,278.00

*The AVAILABLE column represents the estimated available balance as of 7/1/2023 and the Projected Revenue for FY 23/24



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Sheryl Garcia, City Clerk

DATE: July 12, 2023

SUBJECT: Designation of a Voting Delegate and Alternate(s) for the League of California Cities 2023 Annual Conference and Expo Annual Business Meeting

Recommendation

Designate a voting delegate and up to two alternates for the League of California Cities 2023 Annual Conference and Expo Annual Business Meeting and authorize the Mayor to affirm the action of the City Council.

Background/Discussion

The League of California Cities' ("Cal Cities") 2023 Annual Conference and Expo is scheduled for September 20-22, 2023, in Sacramento, California. The Annual Business Meeting (General Assembly), taking place on September 22, allows the Cal Cities membership to consider and act on resolutions establishing Cal Cities policy.

To vote at the Annual Business Meeting, the City Council must designate a voting delegate and may appoint up to two alternates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. The City may cast one vote on matters pertaining to Cal Cities policy. Cal Cities requests that each city complete a Voting Delegate/Alternate Form and authorize the Mayor or City Clerk to affirm the designation reflecting the action taken by the City Council.

Fiscal Impact

Costs associated with attendance at the conference have been included in the City's FY 23-24 adopted operating budget.

Attachments

1. Cal Cities Voting Form

ATTACHMENT 1

Council Action Advised by August 28, 2023

DATE: Wednesday, June 21, 2023

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 20-22, 2023,
Sacramento SAFE Credit Union Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Sept. 22, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Please complete the attached voting delegate form and email it to Cal Cities office no later than Monday, August 28.

New this year, we will host a pre-conference information session for voting delegates to explain their role. Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council.

Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the SAFE Credit Union Convention Center in Sacramento, will be open at the following times: Wednesday, Sept. 20, 8:00 a.m.- 6:00 p.m. and Thursday, Sept. 21, 7:30 a.m.- 4:00 p.m. On Friday, Sept. 22, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Monday, Aug. 28. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Voting Delegate/Alternate Form
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

**2023 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

1. VOTING DELEGATE

Name: _____ Email: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk: _____ Date: _____ Phone: _____
(circle one) (signature)

Please complete and email this form to votingdelegates@calcities.org by Monday, August 28, 2023.

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure that we are representing California cities with one voice. These policies directly guide Cal Cities advocacy to promote local decision-making, and lobby against statewide policy that erodes local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how Resolutions and the General Assembly works.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by



voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates — one from every member city.

Seven **Policy Committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, municipal department, as well as individuals appointed by the Cal Cities president.

What's new in 2023?



- Voting delegates will receive increased communications to prepare them for their role during the General Assembly.
- The General Assembly will take place earlier to allow more time for debate and discussion.
- Improvements to the General Assembly process will make it easier for voting delegates to discuss and debate resolutions.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



ITEM NO. 8

STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

DATE: July 12, 2023

SUBJECT: Discussion and Direction Regarding the City's Weed Abatement Procedures (Mayor Smith)

Recommendation

That the City Council discuss this item and provide direction to Staff.

Background/Discussion

Mayor Smith has requested a discussion regarding weed abatement. The City's current weed abatement procedures are contained in Canyon Lake Municipal Code, Chapter 11.20.

Fiscal Impact

None.

Attachments

None.